



Arkansas Department of Health and Human Services  
**Division of Youth Services**

**FINANCE &**

**Policy No.** 1-01.1 **Pages:** 1 **Manual:** ADMINISTRATION

**SUBJECT:** Purpose and Mission **EFFECTIVE DATE:** 08/09/06

**CHAPTER:** General Administration **ATTACHMENTS:** None

**REFERENCE:** \_\_\_\_\_ **AUTHORIZED BY:** J. Kenneth Hales

**I. POLICY:**

The Division of Youth Services (DYS) Finance & Administration Unit shall manage/maintain the fiscal operations, human resources, federal funds, general administration, and information technology in support of the vision, mission, core values, and strategic objectives of DYS.

**II. APPLICATION:**

All DYS Finance & Administration staff

**III. DEFINITIONS:**

**IV. PROCEDURES:**

The daily operations of the Finance & Administration Unit shall include, but not be limited to the following:

- A. General administration
- B. Fiscal management
- C. Personnel management
- D. Staff development and training
- E. Information systems and research
- F. Investigation of all DYS incidents concerning:
  - 1. Employee violations of official policy and procedures
  - 2. Citizen complaints
  - 3. The safety and security of juveniles committed to DYS